



Online Application for Meals Checklist

If a school has an online application for meals, the online application must contain all the required information. Below is a list of items which are required. Please get approval from the Indiana Department of Education before implementing a new online application for meals. Contact Sarah Kenworthy (ext. 20857) at skenworthy@doe.in.gov, toll-free at 800-537-1142, or locally at 232-0850 for approval.

- ☐ Privacy Act Statement
- ☐ Foster Child Section with instructions
- ☐ Non-discrimination Statement
- ☐ Input areas for Name of Child, Living with Parent or Caretaker Relative, Birth Date, School, Grade, TANF or Food Stamp Case #
- ☐ Input area for Household members names with income and frequency
- ☐ Textbook Assistance accept or decline box
- ☐ Hoosier Healthwise accept box
- ☐ Attesting Statement – A statement to certify that the information submitted is true; that school official may verify the information on the application; and that misrepresentation may lead to prosecution. See wording on Indiana Prototype.
- ☐ Social Security input area with check box for an indication that they do not have a Social Security number
- ☐ Statement that application will be shared with Family and Social Services Administration. See wording on the bottom of page 1 on Indiana Prototype.
- ☐ Twenty-first Century Scholars program statement. See wording on page 1 of Indiana Prototype.
- ☐ Race and Ethnicity – see page 2 of the Indiana Prototype
- ☐ Electronic Signature – “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. This record or signature may not be denied legal effect or enforceability solely because it is in electronic form. Examples of potential signatures include but are not limited to:
 - Click OK on a screen
 - Password
 - PIN Number
 - Digitized Signature
 - Digital Signature
 - Fingerprint Scan
 - Retina Scan